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odicals—a demand quite as legitimate as that which has been created by *Poole's Index* and the *Reader's Guide* for periodicals many of which have little sustained merit? And third, does not the bibliographical value of the *Index* give it a place in all libraries which hold themselves out as sponsors for knowledge?

I make no apology for speaking at such length concerning the *Index to Legal Periodicals*. It is the chief contribution of the American Association of Law Libraries in the field of library science. It was conceived, developed and carried to its present success entirely without the aid of the American Library Association. There was a time when *Poole's Index* would have languished and died if it had not been fostered by the A. L. A. Such has never been the state of this limb of the law libraries. There has never been any doubt that it would survive and bring forth fruit. We ask you merely as individual libraries to partake of this fruit, without other obligation than to pay for what you get. Thus there will be provided sufficient nurture so that natural and long-foreseen developments may be made. These developments would probably include the following:

(1) The inclusion in the *Index* of papers printed in all legal society publications, such as the reports of the respective Bar Associations.

(2) The inclusion of articles in foreign periodicals devoted to law, both public and private. At the present time, this important field is covered by no index published either at home or abroad.

(3) The adoption of a fixed policy of cumulation of the annual volumes of the

Index, at intervals of three, five or seven years, as the amount of material accumulated and financial considerations might dictate.

(4) The development and improvement of the *Law Library Journal* which is published in conjunction with the *Index*. The twelve volumes of the *Journal* already published fill 1,003 pages with material relating to library economy with particular reference to law libraries; to legal bibliography; to legal history; and to law library history. When there are library schools which cover the whole field of library work and therefore prepare students for law library positions this *Journal* will be found to be the one source of information and inspiration concerning a specialty already too long neglected.

Following the reputed methods of the orators of an organization which carried a national movement to conspicuous success, I have now devoted myself successively, first, to conciliation, second, to information, third, to inflammation, and have now reached the time which should be given to "coin-secration," which—to quote—covers "the explanation of the subscriptions and the 'motor cue,' which will lead people to enroll." This I will spare you. No other motorization is needed than realization of the essential unity of library work—a concept which includes all such sounding words as co-operation, co-ordination and the rest, and which gives a place to every library organization, affiliated or otherwise, in the American Library Association's Enlarged Program for the promotion of library service in the United States.

COUNTY LIBRARIES AND THEIR CATALOG PROBLEMS

By JENNIE HERRMAN, *Librarian, San Diego County Free Library, San Diego, California*

In considering problems of cataloging in county libraries, you must first see the California type of county library to get the viewpoint of our type of service, and as eastern counties are very different in size

and type of communities, your problems will vary from ours.

San Diego county, for example, is as large as the state of Connecticut. We serve approximately 14,000 people, besides

the possible 8,000 children in the schools where we do not register the borrowers. We reach these people through 145 branches and deposits, of which about 85 are schools in remote sections of the county. Of these 16 are larger schools with two or more teachers: one is a Union High School; 68 are under one teacher who has from one to eight grades. Ten of the 145 are reading rooms in charge of a paid custodian with from 300 to 3,500 volumes: the rest, about 50, are small community deposits varying from 100 to 300 volumes, which are changed from time to time.

We thus operate a flexible traveling library system over the county from the main office, which is a warehouse and shipping center rather than a library. A few books of reference are for office use and everything else travels as the occasion arises. The only city people who use the library are the teachers who have a non-fiction privilege, based upon our having the professional library for teachers, with a possible income of \$200 a year. As this is very inadequate, we open the entire non-fiction collection to them. As we do not serve the city people, it is not necessary for us to operate a reading room, and our service is extended by means of the branches and deposits and individual shipments to remote borrowers spread over the county, to all parts of the county except the city of San Diego and four small communities already maintaining libraries and exempt under the law from our tax and service.

Our catalogs, then, become office tools, used almost entirely by the staff in service to the branches, by occasional visitors to the library, and for occasional use only by the general public, since our public is too remote to use the catalog except by correspondence.

Our cataloging process involves our charging system and method of sending books to branches. We use the Browne charging system within the branches and the books are charged to the branches from the main library on a stock card

and by filing a deposit station card which will be described later.

The demands made upon a library dictate the kind of catalog necessary to give the service to the borrowers. We need a very full dictionary catalog, with greater number of analytics than many, because our books are so rarely in, we cannot consult index and table of contents readily. So if a book is needed, our references prove whether we want to send to the branch for the book we already own, or buy or borrow a different title. We are thus saved the transportation and delay of sending out for a book which when received does not answer our special need. The indexes of drama and short stories are not always late enough to include all the titles we need, and so we aim to have our dictionary catalog supply all the information.

We have an ordinary shelf list on cards, for the records of books within classes and for the record of copy numbers. Since we do not use it for the regulation inventory, it has been suggested that we do away with shelf list and depend upon the author card for this information.

We feel that when the author card would be withdrawn for adding the accession and copy numbers, with the additions of new books, our catalog would be incomplete and complicate the comparison of the catalog for new orders and unnecessary duplicates might be ordered. As it is, several people can work on the shelf cards in the processing of new books and our catalog remain intact, for general office use and the reference work the branch librarian does for her shipments and she is not hindered by the withdrawal of large numbers of cards from dictionary catalog.

Our chief variance with the average city library catalog is in the two separate records we keep in addition to the dictionary catalog and shelf list, these are known in our library as the stock card and the deposit station card.

The stock card, or checkerboard card, as we sometimes call it, because it is so marked for economy of space in record

keeping, is an author card filed in three separate files according to fiction, non-fiction, and juvenile, to allow three people to work on three shipments or three people to work on one shipment in case of great haste in getting out a shipment to a branch. We type our shipping lists to the branches in these three heads, fiction, non-fiction, and juvenile as it gives a brief finding list to the custodian of the last books shipped.

This stock card has call number, author and brief title, cost and number of copies, these last two marked in pencil as they are changed from time to time as new copies are added. It also carries the record of where each copy is at the present time and where it has been previously. This makes it possible to avoid sending different copies of the same title to the same branch over and over again. It is so spaced as to carry the record of 20 copies, ten on each side, and above 20, added cards are tied on to the main card to carry the requisite number of copies. It is a most valuable record for county librarians to have, for by a signal system, we also record on this card the book reserve, what branches are waiting for a book, in what order it is to be sent, and as the requests sometimes exceed the supply, this signal is a warning to buy the necessary duplicates for more prompt service. This stock record also saves its cost many times over in the avoidance of duplication, since we can locate a given book at any time, and send for it, if it has been out long enough to justify our calling for it. As books are checked off the stock card they are marked for the branch asking for the reserve and sent to the reserve shelf for shipping.

As books are taken from the shelves for shipping to the branches, you will find them equipped with the regulation book card and an additional card, which we call the deposit station card. These are both withdrawn, and compared with the stock card. If the book has not already been to the branch for which the shipment is being chosen it is entered on the stock card by writing the number of the branch opposite

the copy number; the deposit station card is then filed in the drawer having the cards of the books already at the branch. This forms an author catalog of books in the branch; the book cards are then assembled and a shipping list is made of the books going to the branch, the book cards are then replaced in the books and the books are ready for shipment.

When books are returned from a branch, the book cards are taken from the books, the cards are taken to the file of cards under the name of the branch, the deposit cards to correspond are withdrawn from the file, they are then checked off the stock card, reserves are laid aside marked for the branch requesting them, and the book card and the deposit card are returned to the book, the book with its two cards is then returned to the shelves ready to go out again on its travels.

School books are treated a little differently. We supply supplementary books including texts in numbers to the pupils, as well as the regular library service. We keep the school collection separate from the general collection, as the teachers know that the books in the county manual and on the reading list are supplied to them only and are not for the branches, we can refer them to this collection and they can see more easily what is ready for their use.

We block-accession the school collection and charge by copy number, no special accession number belonging to any one book. We make one card only, besides the shelf and dictionary cards, the deposit station card. We can issue great numbers of books to the teachers, by simply withdrawing the deposit station cards, and marking up the records after the school rush is over. Many teachers motor in on Saturday and want books for Monday classes, and the books are available, when this card is already made. We no longer make the regular book card for the school texts, as they are so rarely used for home reading. We supply a blank manila card for those teachers who make use of them in that way. Unless teachers ask for a list

of books in their possession, we do not supply them with shipping sheets. This is a great saving of labor and time. We are glad to send them if the teacher requests it, but so far not more than ten out of the 85 have asked for them, and the saving of time and supplies is a great one.

We duplicate this deposit station card for school books on the multigraph when over 15 or 20 cards are necessary. We do not own a multigraph, but send the cards out to be done by an operator in town who gives us very prompt service. L. C. cards can rarely be obtained for books of this class. Any good duplicating machine can be used, and I think any good card printing press could be utilized. This card is very brief; call number, author, title and only such imprint as is absolutely necessary. We recently added 1,800 drawing cards in four volumes, the cards for which we had multigraphed at a cost of \$2.70; that card matter was settled by the cataloger's making the main entry only on the typewriter, and a minimum cost covered the clerical labor. The copy stamp we have has the four band number stamp, and as the books were block-acquisitioned, the copy number was stamped on the book and card at the same time with slight effort and cost, and the 1,800 volumes were ready for distribution to the schools in short order.

The greatest difficulty in county cataloging in the west is our remoteness from L. C. cards. If we could have a western depository in Denver to serve the Pacific coast as well as the territory west of the Mississippi, our chief problem would be solved. Our purchases are for modern and popular books and we rarely have to do without L. C. cards, except in the case of school texts and some juveniles for the school libraries.

I am sorry to miss the talk on duplicating machines, as that is so closely allied to this. So far we have managed by sending out the cards to be multigraphed, and have had very prompt service. We cannot afford a multigraph for the amount of work we have to do. The *neostyle* seems

nearer to solving the problem of printing cards, lists and letters, but I believe some of the small printing presses one sees operated on the street corners, printing calling cards while you wait, could be adapted to the card work. It is possible to use some of the addressing machines for the brief card record. If you have such a library as ours, with a large number of small deposits changed often and in charge of untrained people, you will not attempt to furnish card catalog for the branches and deposits. The cost is prohibitive and the advantages out of proportion to the difficulties encountered, when the collections are so small the people use the books themselves rather than the catalog. The custodian can be supplied with *A. L. A. Catalog*, the subject index to the *Booklist*, catalog of 1,000 best books for children and such indexes as contain call numbers, so that even if the exact title is not in the collection, the custodian is referred to the classification number of similar material. Los Angeles county is the only one I can recall now which furnishes card catalogs to the county branches, and I do not remember finding any when I visited the county libraries of Oregon.

All county libraries and many of the public libraries of California send duplicate author entry to the Union catalog of the State Library for all titles added in the library. This card is rubber stamped with the name of the library sending it. Whenever a library sends to the State Library for books, the State Library either fills the request or reports which libraries have it in stock, or "no libraries list." If in the State, we can secure it by inter-library loan.

Within the county, if there are several public libraries having good collections of from five to ten thousand volumes, it has been found valuable to have a card record, under author, only, in the main office, to avoid sending to the State Library or other libraries for material already in the county. Tulare county has done this and finds it worth while.

At one session of the state conference of county librarians held last year in Sacramento a paper was read about co-operative cataloging for all county libraries in California. It was concluded after the discussion, that until we could have co-operative book buying, and until libraries were willing to have all the processing, including the accessioning, classification, and cataloging done at a central office, librarians could better continue to use Library of Congress cards and catalog at home. The distances, the disadvantage of being 600 miles from your library records proved too great a barrier to some of us who are old-fashioned enough to prefer to see how the thing is being done and to adjust delays and minor difficulties at close range.

If you are already familiar with the cataloging done by any large library for its branches and deposits, you can readily adapt their methods to your county needs as they develop. If you are not familiar with them, visit the cataloging department of your nearest large city library and the cataloger can show you the short cuts

she uses, and what part of her system could be eliminated for rural work.

If your county library will have a large central library from which it serves a large town and surrounding country, like the Brumback of Van Wert County, you may want to keep your general collection and your branch collection separate as many cities do.

Ours is just one big collection with the separation of school texts and books on the county manual and reading list for the convenience of the county teachers, but our catalog and records are one except the block-accession record.

With more prompt delivery of L. C. cards than we can now get on the Pacific coast, such as the nearer service from Denver; any good duplicating machine or a prompt multigraph operator doing business in your city, so your duplicate cards can be quickly and cheaply done, the problems of county cataloging melt away, and the work is as simple as any city cataloging system.

TRADITION VERSUS COMMON SENSE IN THE DAY'S WORK

BY ZANA K. MILLER, *Librarian, Library Bureau, Chicago, Illinois*

Who could have told Miss Hall that I have done everything in a small library from stoking the stove to keep warm when the thermometer was 42 below zero in a frigid northern town, to cataloging with one hand and charging books with the other? Somebody must have revealed my checkered past. My early days in library work were spent in little Wisconsin libraries where we had to make meager appropriations go a very long way. In those days my zeal and theory were far in excess of my experience. It is far easier to adapt theory and principles wisely after one has applied them to many and various situations. One of the chief values of formal library training is that it helps to form the proper perspective. After one has seen the rules modified and applied in different ways to meet varying conditions

it is much easier to determine just what are essentials. Those who have not had an opportunity to see a variety of libraries are apt to think that there may be only one way to do things and that way their own.

Last year's report of the A. L. A. Committee on Short-cuts was a very encouraging document, because it may give support to some of the timid.

During the war librarians found time for many extra demands. Some of the old library routine must have been cut a bit in order to gain the extra time needed. Few of those who learned the joys of extra service are again willing to confine themselves wholly to the walls of a library. They found that with wider interests and a larger vision they were really much better librarians and the time spent out-